Employee Data Analysis using Excel

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PROJECT TITLE

Employee Performance Analysis using Excel

AGENDA

1. Problem Statement
2. Project Overview
3. End Users
4. Our Solution and Proposition
5. Dataset Description
6. Modelling Approach
7. Results and Discussion
8. Conclusion

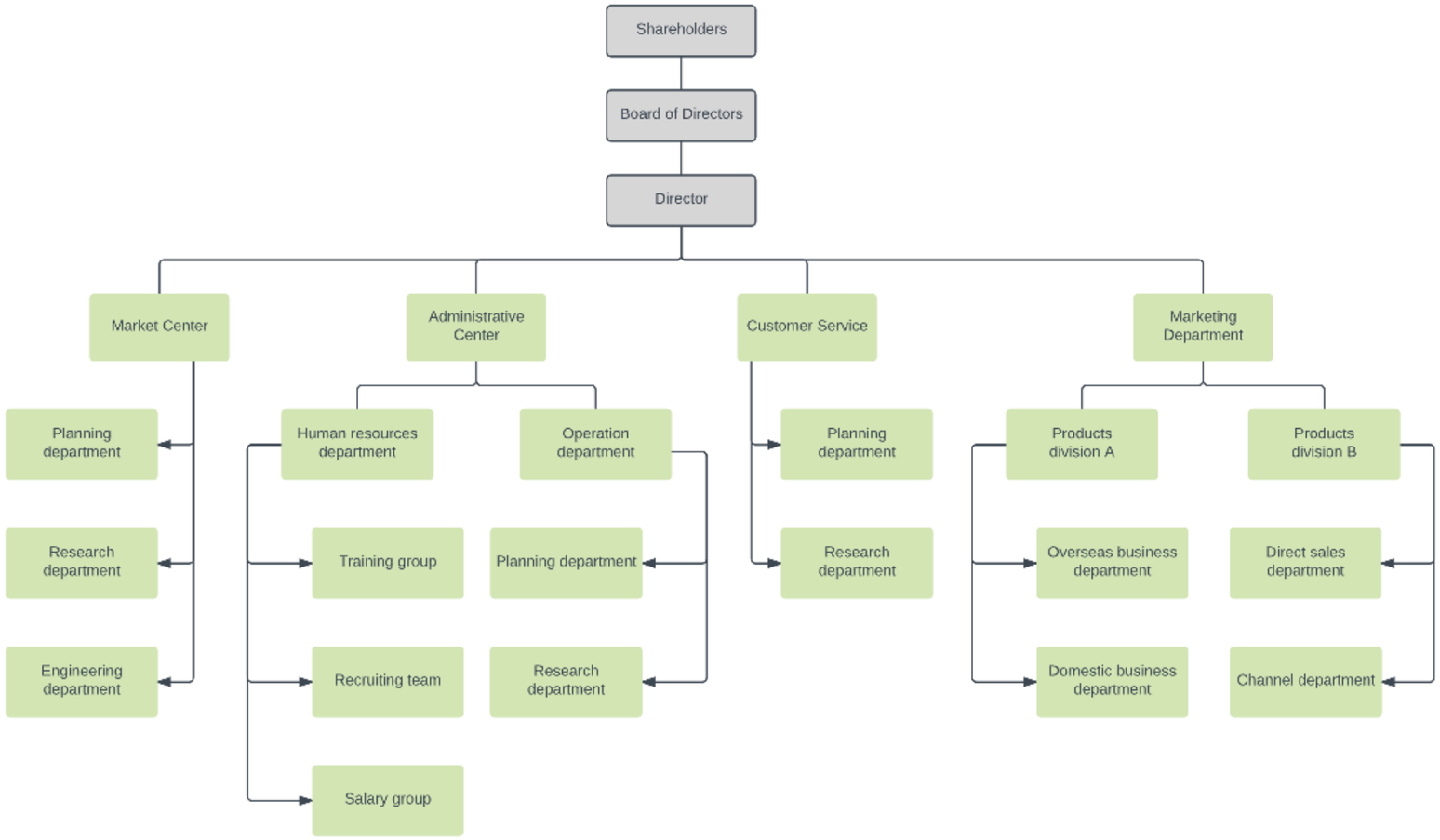
PROBLEM STATEMENT

- For the growth of an organisation, employee's performance is crucial.
- For better performance; promotion, increments and appreciation are received.
- For lesser performance, employees are motivated to do in a better and effective manner.
- To find out the better and lesser performers, it is required to do Employee Data Analysis on the performance of the employees.

PROJECT OVERVIEW

Analysing the performance of the employee by considering various factors like gender, rating, performance core, achievements is called **Employee Data (Performance) Analysis.** It is helpful in identifying the trends and patterns of different categories of employees like high, medium and low. Employee Performance Analysis helps in identifying weak performers and motivating them to become great performers by focusing on them.

WHO ARE THE END USERS?



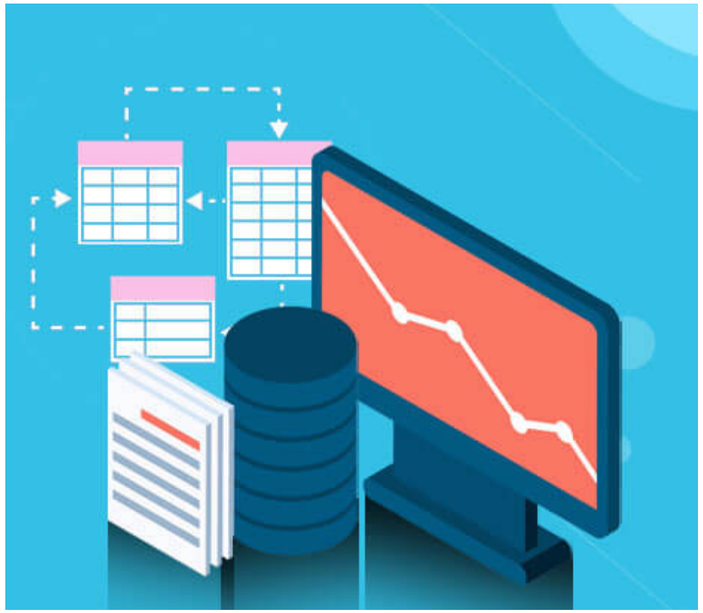
OUR SOLUTION AND ITS VALUE PROPOSITION

TECHNIQUES USED	EXPLANATION (WHY)
Formula	To calculate Employee Performance Level
Pivot Table	To summarise
Graph	To present the data visually (Data Visualisation)

Dataset Description

Employee

There were a total of 26 features in the employee dataset. And 9 features we're taken into consideration:-



1. Employee ID
2. Employee First Name
3. Employee Last Name
4. Employee Status
5. Employee Performance Level
6. Current Employee Ratings
7. Department Type
8. Division
9. Job Function

THE "WOW" IN OUR SOLUTION

Performance Level Formula = IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MED","TRUE","LOW")

MODELLING

1)Data Collection

- Download employee data from Edunet Dashboard

2) Features Collection

There were 26 features in the data and 9 Features were taken into consideration.

- Employee ID
- Employee First Name
- Employee Last Name
- Employee Status
- Employee Performance Level
- Current Employee Ratings
- Department Type
- Division
- Job Function

3) PERFORMANCE LEVEL:

Performance level was converted from numerical value to alphabetical values by using this formula,

•Performance level =IFS(Z8>=5,"VERY HIGH", Z8>=4,"HIGH",Z8>=3,"MED", TRUE, "LOW")

MODELLING

5) Summary/Pivot Table

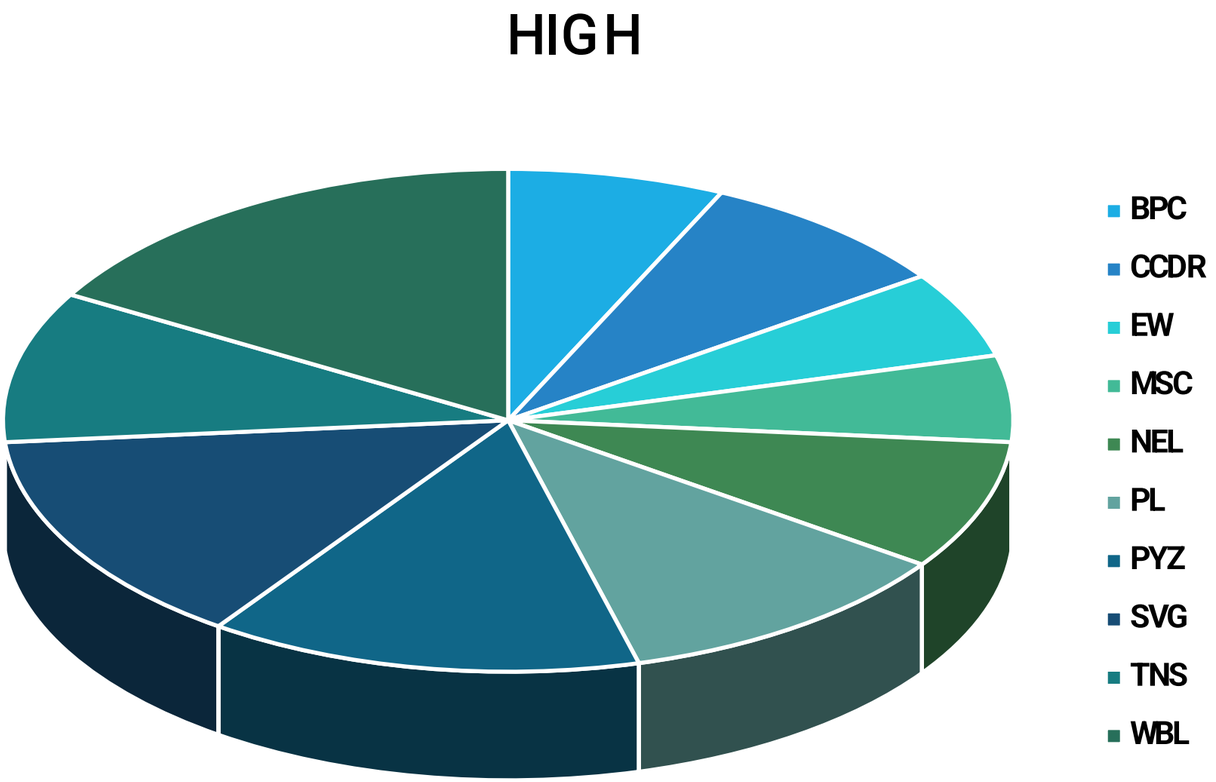
- Features/Techniques Used

TECHNIQUES USED	EXPLANATION (WHY)
Formula	Calculate Employee Performance Level
Pivot Table	Summarise
Graph	Data Visualisation

6) Graph representation

Grap is used for visualisation of the data.

RESULTS



Conclusion

While comparing the performance of the employees, the number of employees are higher in number in average performing category. High level and very high level employees are very few in number. So, the management should motivate the average performing employees to perform better and be effective. They can motivate these employees by giving them different levels of tasks based on their performance and strength.

To conclude, medium performing employees are large in number. We need to motivate them for a better outcome. There are ups and downs in the performance of the employees. High Level performing employees in WBL Business Unit are more in number when compared to other departments.